



Tournament Management System

User Guide

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1 INTRODUCTION

FIH has taken the bold step to commission a new, custom-built application to manage tournaments. In this first phase the Tournament Management System (TMS) replaces the spreadsheets in managing players, teams, officials, matches and basic reporting, adding some features and performing the time-consuming compilation of statistics automatically.

This User Guide is written as far as possible in workflow sequence. Please note that this guide was written while TMS was being built, so the screens may not appear exactly as in the illustrations below. Red ovals direct you to the appropriate part of the screen.

Google **Chrome** is the browser of choice and was used for the screenshots below; Mozilla **Firefox** is also supported; internet explorer is not currently supported (nor recommended.)

1.1 TMS Concepts

TMS is web-based and browser-enabled, and requires you to login to use it, but otherwise the TO and Judge duties will change little. An internet connection at the Table is required, and if it is lost you need to ensure the manual procedures are in place (see 7.1) until it is restored.

TMS is a single system worldwide, designed to contain all current and future tournaments. All people involved in a tournament need to have a person record in TMS. Initially most people had to be added, but now we have completed a few tournaments the number needing to be added for each tournament will fall, saving considerable time.

As a TMS user, you have a user-ID (an email address) as well as a person record, and your user-ID will be assigned to the appropriate tournament, in the appropriate role; TD, TO or Judge. These different roles have the same capabilities now, although this will change later.

1.1.1. Identifying People

Now we have TMS, it is vitally important to ensure people exist in the system only once. You want to be 100% certain an individual is not already in TMS before creating a **Person** record for them: a little extra care now will prevent duplicate and corrupt data later. To assist in keeping data accurate, TMS has separate fields to contain a person's name as in their passport (**Surname** and **Given Names**), and what appears on tournament documents (**Display Name**).

1.1.2. People and Tournaments

Because a person's name can change over time, names are copied to each tournament where they are involved, so each Tournament's data remains accurate. So if a name change is made in the **People** section, to reflect those changes in a tournament, they need to be re-added.

1.1.3. Publishing for Press and Media

TMS provides automated triggers to indicate when certain tournament documents are made public, saving considerable time in media liaison. For these to work you need to **Publish** when Match Colours, Appointments, Lineups and the Match Report are each available. The appropriate sections show you how to do this.

1.2 User Interface Concepts

In common with many applications today, column and pane widths can be changed by clicking and dragging, and grids sorted by clicking in the column header. The **Competition Options** pane on the left can be hidden, as can the **Status** pane at the bottom. Keyboard shortcuts are provided to increase efficiency, especially for recording action during a match.

1.3 Logging In

Go to **tms.fih.ch** (note no www)

...where you are prompted to enter your email address and password:



...and hit the **Sign in** button (or <enter>)

Initially you are in the **Competitions** tab and all current tournaments where you are appointed should appear. Your **UserID** (email) is displayed top right:

ID	Role	Name / Location	Dates	Type	Governing Body
182	Judge Read Only	Hockey World League Round 2 - Men Elektrostal, Russia	27 May - 2 June 2013	World League Senior Male	FIH

1.4 Changing Your Password

From any screen click the small carat beside your **UserID** to give you the two options:

ID	Role	Name / Location	Dates	Type	Governing Body
182	Judge Read Only	Hockey World League Round 2 - Men Elektrostal, Russia	27 May - 2 June 2013	World League Senior Male	FIH

Enter your current password and choose a new one; at least eight characters long, and **Submit**:

ID	Role	Name / Location	Dates	Type	Governing Body
183	Super Read Only	Investec Hockey World League Semi-Final London, England	22 - 30 June 2013	World League Senior Female	FIH
182	Super Read/Write	Hockey World League Round 2 - Men Elektrostal, Russia	27 May - 2 June 2013	World League Senior Male	FIH
181	Super Read Only	Hockey World League Round 2 - Women Valencia, Spain	25 February - 3 March 2013	World League Senior Female	FIH
180	Super Read Only	Hero Hockey World League Round 2 - Women New Delhi, India	18 - 24 February 2013	World League Senior Female	FIH

2 CREATE AND SCHEDULE A TOURNAMENT

The tournaments, teams, pools and schedules have already been created for all four World League Semi-Finals and the Women's Junior World Cup.

These sections will be completed later.

2.1 Create a Tournament

2.2 Pools and Teams

2.3 Match Schedule

Note: entries made here publish instantly to the FIH website.

2.4 Assign Playoff Teams

Note: changes made here publish instantly to the FIH website.

When playoff positions are known, you can enter team names, but because the match order can change, enter 00:00 as the time until the times are known. First go to **Setup** and select the **Matches** tab, then highlight the match and hit **Edit**:

ID	Number	Title	Date	Time	Venue	Home Team	Away Team	Status	Scoreline
4399	5	Pool B	14 Jun 2013	13:30		IND	BEL	Final	1 - 1 (0 - 1)
4401	6	Pool B	14 Jun 2013	15:30		GER	NZL	Final	3 - 2 (2 - 0)
4400	7	Pool A	14 Jun 2013	18:00		JPN	CHI	Final	6 - 0 (3 - 0)
4402	8	Pool A	14 Jun 2013	20:00		KOR	NED	Final	0 - 2 (0 - 0)
4403	9	Pool A	16 Jun 2013	09:30		JPN	KOR	Warmup	-
4404	10	Pool B	16 Jun 2013	11:30		IND	GER	Upcoming	-
4405	11	Pool B	16 Jun 2013	14:00		NZL	BEL	Upcoming	-
4406	12	Pool A	16 Jun 2013	16:00		CHI	CHI	Upcoming	-
4407	13	Quart...	18 Jun 2013	12:30		1A	4B	Upcoming	-
4408	14	Quart...	18 Jun 2013	14:30		2B	3A	Upcoming	-
4409	15	Quart...	18 Jun 2013	17:00		2A	3B	Upcoming	-
4410	16	Quart...	18 Jun 2013	20:00		1B	4A	Upcoming	-

From the pop-up window, choose the teams from the drop-downs, and optionally change the time and/or date, but **do not change the match number**. For example:

Competition:	Rabobank Hockey World League Semi-Final Women, Rotterdam
Number / Pitch:	13
Title / Pools:	Quarterfinal
Date / Time:	2013-06-18 12:30
Home Team / Title:	NED (1431) 1A
Away Team / Title:	IND (1437) 4B

Save changes the entry, and then you can initialise the match as in 5.1 below.

2.5 Change Schedule

Edit a match as above, and change the time and/or date. If you are exchanging two matches you need to edit both of them.

3 TOURNAMENT SETUP

When the tournament has been created, complete with location and dates, the competing countries in their respective pools, and the match schedule, we can assign all the participants to their respective roles for the event.

3.1 Prepare to Assign Participants

It takes a few clicks to reach the place to do this. If you're not already at the **Competitions** tab select it:

The screenshot shows the FIH Tournament Manager web application. The top navigation bar includes links for Main, FIH TMS, and Lochnagar. The main menu tabs are Competitions, People, Governing Bodies, Competition Types, Countries, Official Roles, Staff Roles, and test. The Competitions tab is highlighted with a red circle. Below the menu is a search bar and a table listing tournaments. The first row in the table is circled in red, representing the 'Rabobank Hockey World League Semi-Final - Men' tournament.

ID	Authority Id	Country Id	Name	Location	Edition	Round	Gender	Level	Startdate	Enddate
184	International H...	Netherlands	Rabobank Hockey World League Semi-Final	Rotterdam, Netherlands			Female	Senior	2013-06-13	2013-06-22
183	International H...	England	Investec Hockey World League Semi-Final	London, England			Female	Senior	2013-06-22	2013-06-30
182	International H...	Russia	Hockey World League Round 2 - Men	Elektrostal, Russia			Male	Senior	2013-05-27	2013-06-02

You only see current tournaments to which you have been assigned. Highlight the tournament row, in this case **Rabobank Hockey World League Semi-Final - Men**:

The screenshot shows the same interface as above, but the 'Manage' button in the top right corner of the tournament row is circled in red. This indicates that clicking it will open a detailed management screen for the selected tournament.

Then click the **Manage** button:

The screenshot shows the detailed management screen for the 'Rabobank Hockey World League Semi-Final - Men' tournament. The 'Manage' button in the top right corner is circled in red. The screen displays the tournament's details, including dates, type, and governing body.

...which creates a tab for the tournament and opens it with the tree structure on the left:

The screenshot shows the 'Setup: Rabobank Hockey World League Semi-Final - Men' tab open. On the left, there is a tree structure under 'Competition Options' with several items like 'Setup', 'Thu 13 Jun: 2 matches', 'Fri 14 Jun: 2 matches', etc. The 'Setup' item is circled in red. The main panel shows sub-tabs for 'Summary', 'Officials', 'Teams', 'Pools', 'Matches', 'Match Wizard', and 'Complete'. A 'Reports' link is also visible.

Click on the **Setup** folder icon to get the **Setup** row of sub-tabs:

The screenshot shows the 'Setup' sub-tabs for the tournament. The 'Setup' folder icon on the left is circled in red. The sub-tabs 'Summary', 'Officials', 'Teams', 'Pools', 'Matches', 'Match Wizard', and 'Complete' are shown in the main panel, with 'Setup' being the active tab. A summary info for competition reporting is displayed below the tabs.

Now we can get to work. **Officials** and **Teams** need to be completed before we can start on Appointments. (Remember **Pools** and **Matches** must already be done.)

3.2 Assign Officials

In an attempt to simplify assigning all the people to a tournament, TMS uses filters to limit the search list to a manageable size. While this is effective the vast majority of the time, occasionally you will need to modify or remove the filters to find the people you need. We will explain that later, and we start with the common usage.

Click on the **Officials** tab:



...which first time in should be empty. Then hit **Create**:



...to pop up the **Create Competition Official** window:



The cursor is in the **Person** field, which shows you the drop-down is already filtered for Gender: **Male** and Role: **Official**.

To assign the FIH Representative Marc Coudron, typing a 'c' in the **Person** field gives you a drop-down of male officials whose Surname begins with the letter 'c' (only two when this screenshot was taken) :



Select Marc by using the down arrow key (<dn-arr>), then either <tab> or <enter>, or click on his name. TMS populates the Display Name and Nationality fields from his **Person** record:



You can change the **Display Name** here, which will only affect this tournament. (To change it for all current and future tournaments change Display Name in the **Person** record. Display Name cannot be changed in tournaments already completed.)

Click or <tab> to the **Role** field, select **FIH Representative** ('f', <dn-arr>, <tab>; or use the mouse.)

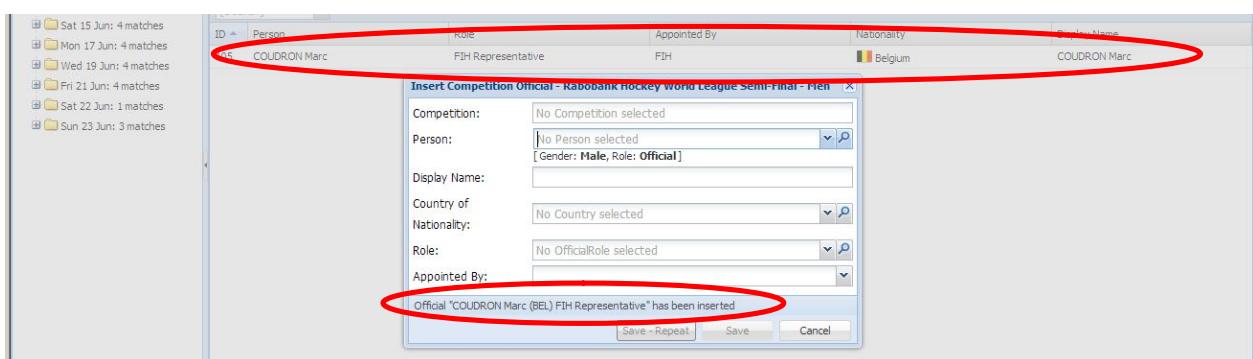
Click or <tab> to the **Appointed By** field, select **FIH**. You can type in this field if what you need is not there.

Staff Member is only used when the individual's country needs to appear as "FIH" on reports.

Now you have all the information you need. Hit the **Save - Repeat** button to assign Marc and be ready for the next official. (Or just **Save** when you reach the last person)



TMS inserts Marc in the background, and informs you so at the bottom of the pop-up box, which is cleared, ready for the next official:



3.3 Selecting an Official of the Opposite Gender

Occasionally a single TD is appointed to concurrent tournaments at the same venue, as Sheila Brown is TD for both World League Semi-Finals in Rotterdam. To be able to select her as TD for the Men's tournament, you need to use the magnifying glass to modify the filter parameters:



Then X the **Gender** filter to remove it:

Choose a Person

ID	Surname	Given Names	Display Name	Gender	Nationality	Role	Date of Birth
285	Abel	Stephan	[ABEL Stephan]	Male	Switzerland	Official	
584	Aleman	Luis Cesar	[ALEMAN Luis]	Male	Argentina	Official	
585	Appoo	Ramesh	[APPOO Ramesh]	Male	Singapore	Official	
558	Attipoe	Richmond	[ATTIPOE Richmond]	Male	Ghana	Official	
560	Barbas	Diego	[BARBAS Diego]	Male	Argentina	Official	

...which shows you all officials:

Choose a Person

ID	Surname	Given Names	Display Name	Gender	Nationality	Role	Date of Birth
285	Abel	Stephan	[ABEL Stephan]	Male	Switzerland	Official	
313	Adenot	Claire	[ADENOT Claire]	Female	France	Official	
584	Aleman	Luis Cesar	[ALEMAN Luis]	Male	Argentina	Official	
292	Alkemade	Fanneke	[ALKEMADE Fanneke]	Female	Netherlands	Official	
585	Appoo	Ramesh	[APPOO Ramesh]	Male	Singapore	Official	
341	Ashton-Lucy	Julie	[ASHTON-LUCY Julie]	Female	United Kingdom	Official	
558	Attipoe	Richmond	[ATTIPOE Richmond]	Male	Ghana	Official	
560	Barbas	Diego	[BARBAS Diego]	Male	Argentina	Official	

You can further filter to reduce the number of results returned, by entering '**b**' in the **Search** field. Then select Sheila by double-clicking, or highlighting her row and hitting the **Select** button:

Choose a Person

ID	Surname	Given Names	Display Name	Gender	Nationality	Role	Date of Birth
560	Barbas	Diego	[BARBAS Diego]	Male	Argentina	Official	
314	Bartlema	Stella	[BARTLEMA Stella]	Female	Netherlands	Official	
315	Bennett	Karen	[BENNETT Karen]	Female	United Kingdom	Official	
342	Block	Francis	[BLOCK Francis]	Female	United Kingdom	Official	
547	Brown	Sheila	[BROWN Sheila]	Female	South Africa	Official	
586	Burt	John	[BURT John]	Male	United Kingdom	Official	

Displaying 1 - 7 of 7

Select Cancel

3.4 If the Person Cannot be Found

Now we have a single application worldwide, it is very important not to create duplicate people records. Therefore before creating a person record you need to ensure the person you need is not in TMS incorrectly. To do this you need to remove all filters, in this case **Gender** and **Role**:

Choose a Person

ID	Surname	Given Names	Display Name	Gender	Nationality	Role	Date of Birth
285	Abel	Stephan	[ABEL Stephan]	Male	Switzerland	Official	
1020	Ahmed	Essmat	[AHMED Essmat]	Male	Egypt	Official	
584	Aleman	Luis Cesar	[ALEMAN Luis]	Male	Argentina	Official	
585	Appoo	Ramesh	[APPOO Ramesh]	Male	Singapore	Official	
558	Attipoe	Richmond	[ATTIPOE Richmond]	Male	Ghana	Official	
1009	Bale	Bruce	[BALE Bruce]	Male	United Kingdom	Official	
560	Barbas	Diego	[BARBAS Diego]	Male	Argentina	Official	

...and then search, e.g. for Adrian Della Mattia. Try part of his correct first **Surname "del"**

Choose a Person

ID	Surname	Given Names	Display Name	Gender	Nationality	Role	Date of Birth
805	Delas	Miquel	[DELAS Miquel]	Male	Spain	Athlete	1984-...
361	Del Colle	Laura Andrea	[DEL COLLE Laura]	Female	United Kingdom	Athlete	1983-...
609	Delmee	Jeroen	[DELMEE Jeroen]	Male	Belgium	Staff	

No luck. Now try "mat"

ID	Surname	Given Names	Display Name	Gender	Nationality	Roles	Date of Birth
636	Matania	Tobias	[MATANIA Tobias]	Male	GER	Athlete	1990-
1111	Mattia	Adrian Della	[MATTIA Adrian]	Male	ARG	Staff	1988-
109							

Bingo. His name has been entered incorrectly, and he is marked as Staff, not Official. Highlight the row and click **Edit** to correct:

ID	Surname	Given Names	Display Name	Gender	Nationality	Roles	Date of Birth
636	Matania	Tobias	[MATANIA Tobias]	Male	GER	Athlete	1990-
1111	Mattia	Adrian Della	[MATTIA Adrian]	Male	ARG	Staff	1988-
109							

Here is the corrected record:

Edit Person

Surname: Della Mattia
Given names: Adrian
Display Name: [DELLA MATTIA Adrian]
Previous Names:
Date of Birth: 1988-02-29
Gender: Male
Country of Nationality: ARG (Argentina)
Country of Birth: No Country selected
Country of Residence: No Country selected
Roles: Athlete Staff Official
Passport Number:
Passport Expiry:

Now you've corrected the record, your current search won't find it, so change the search, and double-click (or **Select**) Adrian:

ID	Surname	Given Names	Display Name	Gender	Nationality	Roles	Date of Birth
805	Delas	Miquel	[DELAS Miquel]	Male	ESP	Athlete	1984-
361	Del Colle	Laura Andrea	[DEL COLLE Laura*]	Female	ITA	Athlete	1983-
1111	Della Mattia	Adrian	[DELLA MATTIA...]	Male	ARG	Official	1988-
609	Delme	Jeroen	[DELME Jeroen]	Male	BEL	Staff	
111							

giving:

Insert Competition Official - Rabobank Hockey World League Semi-Final - Men

Competition: Rabobank Hockey World League Semi-Final - Men, Rotterdam
Person: DELLA MATTIA Adrian (1111)
Display Name: DELLA MATTIA Adrian
Country of Nationality: ARG (Argentina)
Role: No OfficialRole selected
Appointed By:
Staff Member: No Authority selected
Complete this field to override this officials nationality for Governing Body Staff.

which you can now complete as for other officials.

This same concept of turning off all filters and searching also works for athletes and team staff.

3.5 Enter Team Colours

In the **Teams** tab, ignore the lower part for now, select a country and the upper **Edit**:

ID	Country	Ranking	Standing	Shirts	Shorts	Socks	Goalkeepers
1321	Germany	1	6				
1325	Australia	2	1	Gold, White	Green, White	Gold, Green	Dark Blue, Grey

Now you should see the following pop-up:

The competition (Champions Trophy 2012), the country selected (Germany) and **Ranking** appear; **Standing** is complete (as the event is over!) and here you enter **Colours** from the Team Entry sheet:

Note you enter primary colour on the first line in each box, hit <enter>, then add alternate on the second line. TMS will offer the correct colour choices when entering appointments. This method allows for a third colour, in this case the GK shirt.

3.6 Enter Team Athletes

In the **Women's Junior World Cup** tournament selecting the **Teams** tab. In the upper portion of the screen highlight **Belgium**, and in the lower portion click on **Create...**

...to get:

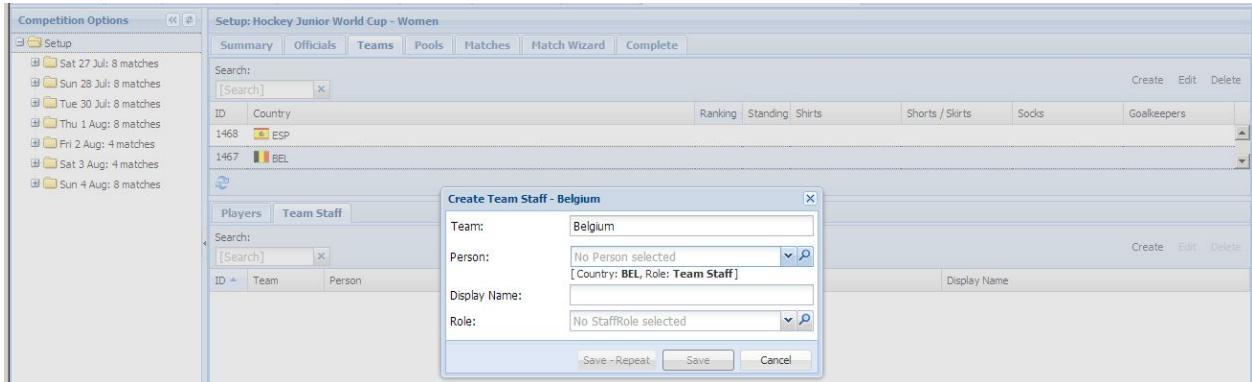
The title tells you it's adding a player for Belgium; below the person drop-down is the filter criteria: Belgian, female, junior athletes (<dn-arr> shows the list.) Select one (note date of birth appears here) type her number, indicate if she is Captain or GK, and hit **Save-Repeat**:

Like with the officials, the player is inserted in the background and the pop-up is cleared for the next athlete:

Age-restricted tournaments filter for the appropriate age, and there is an age filter for senior athletes of <40. If a player is older than 40 (e.g. Kato of JPN) you will have to remove the filter to be able to select them.

3.7 Enter Team Staff

This process is similar to selecting officials; select a country, choose the **Team Staff** tab, and hit **Create**. The difference here is there is no Gender filter by default:



Select a **Person**, give them a **Role** and hit the **Save-Repeat** button:



3.8 Selecting a Staff Member of another Nationality

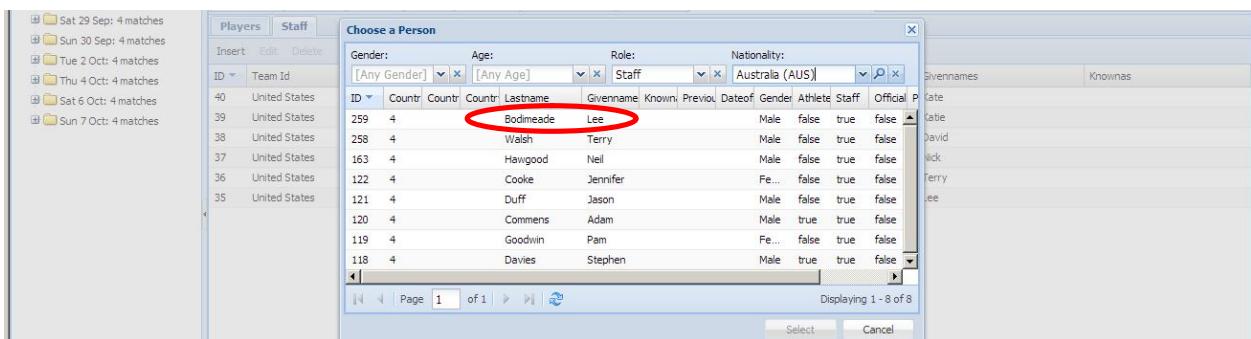
For teams, TMS filters its list of Team Staff people to both genders of that nationality, to limit the number of people available for selection. However, several teams have foreign coaches, e.g. US Women's coaches were Australian at the time on the 2012 Champions Challenge. To be able to select them, you need to change the filtering criteria by clicking the magnifying glass:



which brings up the filter criteria:



As this is staff for a women's team, only the two women who are USA nationals are shown by default. Click on the **X** at the end of the **Gender** filter to remove it. And in the **Nationality** filter type 'AUS' on top of United States, and select **Australia** to give all Australian nationals who are team staff of any country:

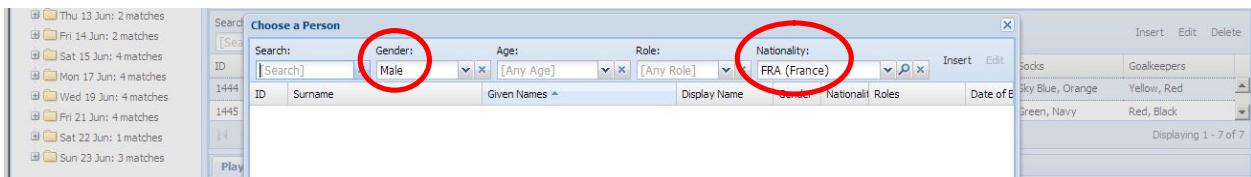


Now you can highlight the Lee Bodimeade row and hit **Select** which returns you to the previous pop-up to complete his team staff role as described above.

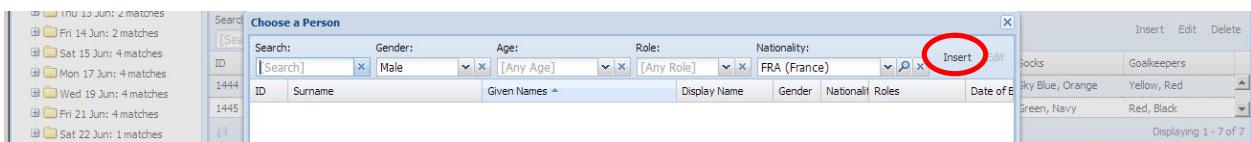
If you still can't find the person you want you can...

3.9 Add Person Records from Team Selection

For example, France were late qualifiers for the World League Semi-Final, so searching for those athletes and staff is not likely to be successful:



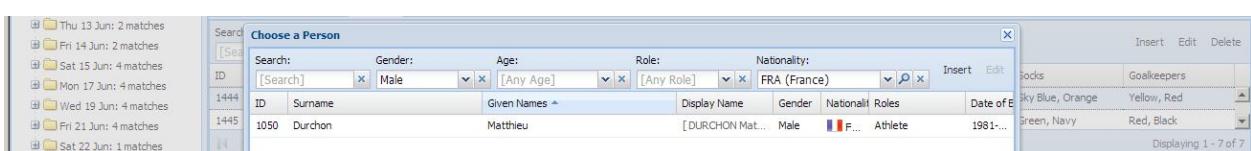
From here you can **Insert** a person record via the link...



...which takes you to the **Insert Person** window:



Add the person here, and they will be available for selection when you return to the **Choose a Person** window:



To be more efficient, you can insert person records for all the athletes and staff before selecting any of them to the team.

3.10 Changing a Person's Name

To change a person's name (athlete, team staff or official) for the current tournament and for all future tournaments, e.g. because it is misspelt or is missing accents, follow these steps:

- Setup / officials or teams — section 3.2 or 3.6
- Select the person and **Edit**
- DO NOT edit the name here, as it will only change the current tournament. Click the magnifying glass to search the **Person** table
- now highlight the person, and **Edit** — for accented letters, e.g. ñ or é, create the accented letters in a program such as Word, then copy and paste into TMS; TMS will retain the accents
- **Save** (the **Person** record)
- highlight the person again (you may need to change the search first)
- **Select**
- verify that the name has been changed; re-select if not
- **Save** for the tournament

4 APPPOINTMENTS

When you're ready to begin appointments, click on the day you want and the matches for that day appear.

Match #	Pool/Class	7th Place	Colours	Shirts	Shorts	Socks	GK Shirts	Umpires	Judges	Table Officials	Publishing
21	Sat 1 Dec: 4 matches	Sat 1 Dec: 4 matches	England	Shirts	Shorts	Socks	GK Shirts	Umpires	Judges	Table Officials	Colours Appointments Lineups No
22	Sun 2 Dec: 4 matches	Sun 2 Dec: 4 matches	New Zealand	Reserve Video				Technical Officer			No
23	Tue 4 Dec: 4 matches	Tue 4 Dec: 4 matches	Belgium	Shirts	Shorts	Socks	GK Shirts	Umpires	Judges	Table Officials	Colours Appointments Lineups No
24	Thu 6 Dec: 4 matches	Thu 6 Dec: 4 matches	Germany	Reserve Video				Technical Officer			No
25	Sat 8 Dec: 4 matches	Sat 8 Dec: 4 matches	Pakistan	Shirts	Shorts	Socks	GK Shirts	Umpires	Judges	Table Officials	Colours Appointments Lineups No
26	Sun 9 Dec: 4 matches	Sun 9 Dec: 4 matches	India	Reserve Video				Technical Officer			No
27	Sat 10 Dec: 4 matches	Sat 10 Dec: 4 matches	Netherlands	Shirts	Shorts	Socks	GK Shirts	Umpires	Judges	Table Officials	Colours Appointments Lineups No
28	Sun 11 Dec: 4 matches	Sun 11 Dec: 4 matches	Australia	Reserve Video				Technical Officer			No

Select the match you want and hit **Edit** (or double-click the match) to pop up this:

Match:	ENG v NZL (7th Place) - Hockey Champions Trophy 2012
Colours ENG/NZL:	Shirts: White Shorts: Red Socks: Red GK: Black
Field Umpires:	NEL Deon (RSA) PRASAD, Raghu (IND)
Reserve/Video Umpires:	ATTIPOE Richmond (GHA) GENTLES David (AUS)
Judges:	ALEMAN Luis Cesar (ARG) APPOO Ramesh (SIN)
Technical Officer:	BURT Josh (AUS)
Publish Colours:	<input checked="" type="checkbox"/> Publish for Lineup Sheets
Publish Appointments:	<input checked="" type="checkbox"/> Publish Appointments for Teams/Media/Public
Publish Lineups:	<input type="checkbox"/> Publish Starting Lineups for the Media/Public

Use the drop-downs to select the team colours and officials assigned to the match. You can **<tab>** and use the arrow keys too. The check-boxes Publish documents to the media. The completed form is:

Match:	ENG v NZL (7th Place) - Hockey Champions Trophy 2012
Colours ENG/NZL:	Shirts: White Shorts: Red Socks: Red GK: Black
Field Umpires:	NEL Deon (RSA) PRASAD, Raghu (IND)
Reserve/Video Umpires:	ATTIPOE Richmond (GHA) GENTLES David (AUS)
Judges:	ALEMAN Luis Cesar (ARG) APPOO Ramesh (SIN)
Technical Officer:	BURT Josh (AUS)
Publish Colours:	<input checked="" type="checkbox"/> Publish for Lineup Sheets
Publish Appointments:	<input checked="" type="checkbox"/> Publish Appointments for Teams/Media/Public
Publish Lineups:	<input checked="" type="checkbox"/> Publish Starting Lineups for the Media/Public

And **Save** !

When you have completed all the matches for a day it will look like this:

Match #	7th Place	Colours				Umpires	Judges	Table Officials		Publishing	
		Colours	Shirts	Shorts	Socks			GK Shirts	Umpires	Judges	Colours
21	England New Zealand	White Black	Red Black	Red Black	Black Green	NEL Deon (RSA) PRASAD, Raghu (IND) ATTIPOE Richmond (GHA) GENTLES David (AUS)	ALEMAN Luis Cesar (ARG) APPOO Ramesh (SIN) BURT Josh (AUS)	Colours Published	Appointments Published	Published	
22	Belgium Germany	Red White	Red Black	Red Black	Blue Green	RASOOL Haider (PAK) ATTIPOE Richmond (GHA) MADDEN Martin (SCO)	BURT Josh (AUS) BROWN Jeff (NZL) APPOO Ramesh (SIN)	Colours Published	Appointments Published	Published	
23	Pakistan India	Green Sky	White Blue	Green Blue	Orange/Black Red	BARBAS Diego (ARG) GENTLES David (AUS) NEL Deon (RSA) TAYLOR Simon (NZL)	BROWN Jeff (NZL) ALEMAN Luis Cesar (ARG)	Colours Published	Appointments Published	No	
24	Netherlands Australia	White Gold	White Green	White Gold	Navy Grey	MADDEN Martin (SCO) VAZQUEZ Paco (ESP) KENNEDY Andrew (ENG) TAYLOR Simon (NZL)	APPOO Ramesh (SIN) ALEMAN Luis Cesar (ARG) BROWN Jeff (NZL)	Colours Published	Appointments Published	No	

And to print it, and the lineup sheets, look under the **Reports** menu as shown above.

If you have Suspended players, mark them '**S**' as in section 5.1 below before creating the lineups report, and then they will appear all red in the **Lineups** (and Match Sheet.)

4.1 Initialise Matches

For the pre-day printing of backup match sheets to include the players, the matches need to be initialised. Open the day's folder and highlight the match you need. This opens the **Manage Match** screen in the **Lineups** sub-tab. Hit the **Initialize Match** button, and repeat for all matches for the day. (This will be simplified in a future version of TMS.)

Match #	Pool/Class	Colours				Umpires	Judges	Table Officials		Publishing	
		Colours	Shirts	Shorts	Socks			GK Shirts	Umpires	Judges	Colours
14	Australia	White	White	White	Black	MADDEN Martin (SCO) VAZQUEZ Paco (ESP) KENNEDY Andrew (ENG) TAYLOR Simon (NZL)	BROWN Jeff (NZL) ALEMAN Luis Cesar (ARG)	Colours Published	Appointments Published	No	

5 MATCH ACTIVITIES

Open the day's folder and highlight the match you need to open the **Manage Match** screen in the **Lineups** sub-tab. If the team panes are blank hit the **Initialize Match** button near the top left of the pane. This loads the players and staff for both teams. Should a late change be necessary, one of the 4 **Initialize** buttons (not icons) to refresh only that section.

See the quick reference guide in the appendices for brief instructions.

5.1 Pre-Match

To indicate starting players, place the cursor in the **Minute** column by the first AUS player:

Minute	Number	Name
1	1	DWYER Jamie (C)
3	3	ORCHARD Simon
5	5	CIRIELLO Chris
7	7	WILSON Jason
9	9	KNOWLES Mark (C)
10	10	FORD Russell
11	11	OCKENDEN Eddie (C)
12	12	WHETTON Jacob
15	15	CARROLL Joel
18	18	WHTTF Tristian

Minute	Number	Name
1	1	PINNER George (GK)
2	2	SMITH Patrick (GK)
6	6	ARNOLD Ben
7	7	WEIR Henry
9	9	MARTIN Harry
11	11	BROGDON Ally
15	15	HOARE Michael
16	16	DIXON Adam
18	18	MIDDLETON Barry (C)
19	19	CHIFFMAN Darren

Use the <spacebar> to toggle through all the available options for players, blank (null) for starting on the bench, "X" for starting, plus "DNP", "S" and "DSQ" and back to blank again. Then use <dn-arr> to go to the next player, and repeat until all 11 starters are selected. The information bar at the bottom of the pane indicates how many have been selected as you go:

Minute	Number	Name
X	1	DWYER Jamie (C)
X	3	ORCHARD Simon
X	5	CIRIELLO Chris
X	7	WILSON Jason
X	9	KNOWLES Mark (C)
X	10	FORD Russell
X	11	OCKENDEN Eddie (C)
X	12	WHETTON Jacob
X	15	CARROLL Joel
X	18	WHTTF Tristian

Starters 11, Bench 7, DNP 0, S 0, DSQ 0

You will notice AUS has 3 captains. Jamie Dwyer was captain for this match, so the others are removed by highlighting their names and hitting 'c'. GK can be changed by toggling 'g'.

Bench Team Staff are selected in a similar way. The roles default as on the Team Entry, but can be changed by toggling <space> through **Manager**, **Coach**, **Physiotherapist** and **Doctor**. Again, the info bar at the bottom of the pane shows which roles have been selected.

Repeat these tasks for the second team, and move to the **During Match** tab. Set the **Status** from **Upcoming** to **Warmup**. This triggers the process to inform the media of the starting lineups, so it's important to do this now rather than just before the match.

5.2 During Match

Note the starters are copied here, and are highlighted; the Status is **Warmup**, there is no score, the clock is at 35:00 and the Minute number beside it is zero.

The clock is not linked to the match clock and is therefore unofficial, but does count down accurately, and defaults the minute for recording action during the match.

Hitting **Start** (or <space> if cursor focus is in either team pane) will:

- beep
- begin the countdown and set the minute number to 1
- change the clock border from **red** to **green**
- change the status to **First Half**.

Hitting **Stop** (or <space> if cursor focus is in either team pane) will:

- beep at a lower tone
- stop the countdown and the minute number
- change the clock border from **green** to **red**

When the countdown reaches 0:00 the clock:

- beeps at the lower tone
- resets to 35:00 (minute remains at 35)
- clock border changes from **green** to **red**
- changes status to **Half Time**

Starting the clock again:

- beeps at the higher tone
- changes the status to **Second Half**
- shows the half-time score in brackets
- starts the countdown and sets the minute to 36
- turns the clock border from **red** to **green**

When the countdown reaches 0:00 again the clock stops, beeps, border turns red, and the status is set to **Full Time**.

If the time requires changing, the correct time remaining can be typed in when the clock is stopped, or you can use <dn-arr> and <up-arr> to change seconds, and <pg-dn> and <pg-up> to change minutes.

5.2.1. Time on Pitch

The non-starters' numbers are shown in the **Time on Pitch** bar:

When one enters the pitch simply click on their number in the bar:

...and they are marked as having entered the pitch in the current minute and that number in the bar is now greyed out:

If the time on pitch needs to be changed, highlight the player's name and hit '**t**' or <enter> to pop up:

Type the correct **Time on Pitch** and **Save**. If the player was wrongly marked as on the pitch, set the minute to -1 to reset the number in the **Time on Pitch** bar. (It will still appear as -1 in the pane unless you hit the refresh icon at the bottom of the pane, but will be set correctly when the player does enter the pitch.)

5.2.2. Entering Goals

The simple way to enter a goal is to highlight the player's name and hit '**g**', to show the **Goal** pop-up, already populated with the **Minute**, **Team** and **Player**:

Choose the **Type** and **Save**. Use the '+' check box for 35+ and 70+ goals.

For **Own Goals**, select the **Goal** tab in the centre panel and hit **Create**. Then select the **Team**, <tab> past Player and select **Own Goal** for **Type**. You can create other types of goal this way as well.

5.2.3. Recording Cards

Like the goal, there are two ways to bring up the **Card** pop-up:

- highlight the player's name and hit '**c**'; this method populates the team and player
- In the centre panel, select the **Card** tab and hit **Create**

The **Minute** is calculated from the clock time; you can type over it if needed.

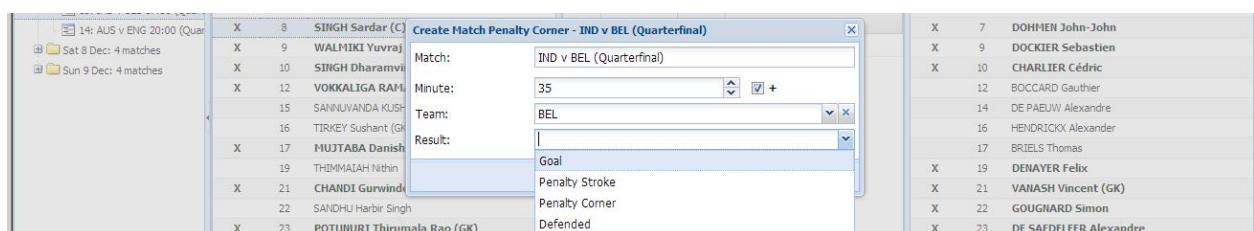
Select the **Team** and **Player** as above, the appropriate colour in **Type**, and optionally the **Duration**, **Narrative** and **Umpire** who awarded it (which is copied to the Card Form if Y or R)



It can be effective at the end of the game, when the Match Sheet has been printed, to ask the umpire the reason, and edit the Y or R card to insert the reason in the Narrative field before printing the Card Report.

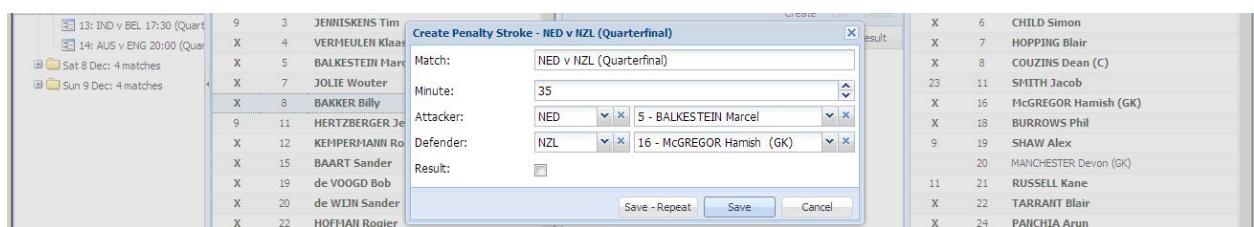
5.2.4. Penalty Corners

Now Table staff can record corners. From either team panel hit '**p**' or select the **PCs** tab in the centre panel and click **Create**. Overtype the **Minute** if necessary, select the **Team**, and choose one of the **Result** options:



5.2.5. Penalty Strokes

Like a PC, strokes can be recorded. The **Minute** defaults, select the **Attacking Team** (which automatically determines the Defending Team) and **Player**, and the **Defending Player**. Click or <space> **Result** if a goal is scored.



5.3 Shoot-Outs

If a Shoot-Out is necessary, change the Status to Shoot-Out. If you have not printed the Shoot-Out forms do that now by hitting the Shoot-Out Forms button to create the pdfs in a new tab, and Print them. Give the Managers the appropriate one to complete and sign.

For the current version of TMS, the participants will need to be hand-written into the Shoot-Out form, (the 3rd page printed) and the TO records the result of each one. However, TMS will generate the completed Shoot-Out for signatures as a second page of the Match Sheet report.

A Judge records each Shoot-Out as follows. In the **Shoot-Out** tab **Create** a Shoot-Out:

Minute	Number	Name
X	1	PINNER George (GK)
X	2	SMITH Patrick (GK)
X	6	ARNOLD Ben

Minute	Number	Name
7	1	COUGHLAN James
X	4	HAIG Nicholas
X	6	CHILD Simon

...which pops up:

Minute	Number	Name
X	6	ARNOLD Ben
X	7	WEIR William
X	9	MARTIN Harry
8	11	BROGDON Ally
X	15	HOARE Michael
9	16	DIXON Adam
X	18	MIDDLETON Barry (C)
7	19	CHEESMAN Darren
X	20	SHINGLES Daniel

Minute	Number	Name
X	6	CHILD Simon
X	7	HOPPING Blair
X	8	COUZINS Dean (C)
24	11	SMITH Jacob
	16	MCGREGOR Hamish (GK)
X	18	BURROWS Phillip
11	19	SHAW Alexander
X	20	MANCHESTER Devon (GK)
9	21	RUSSELL Kane

As each player prepares to take their Shoot-Out, select the attacking team (which automatically populates the defending team.) Then select both players. When the Shoot-Out is over, click **Result** for a goal, otherwise leave it empty, and hit **Save-Repeat** for the next one. As you enter each, the **(0-0 SO)** score is updated at the top of that panel. When finished it should look like this:

Minute	Number	Name
X	2	COCHRANE Nicki (GK)
X	3	BUCKLE Vicki
X	5	BELL Ali
X	8	RALPH Catriona
4	9	JUDGE Samantha
9	12	CLEMENT Linda (C)
X	13	WYLIE Ailsa
10	14	MARSHALL Karenna
X	15	FACETT Leigh
X	16	MERCHANT Rebecca
X	17	KIDD Nikki
X	18	McGILVERAY Susan
4	22	SKRASTIN Nicola
18	24	DAVIS Aileen
7	27	ROBERTSON Sarah

Minute	Number	Name
X	3	EKKAA Deep Grace
X	6	KAUR Kirandeep Kaur
X	8	THOKCHOM Chanchan Devi
45	9	HAYENGbam Lily Chanu
36	11	SAVITA Savita (GK)
X	12	BALI Yogita (GK)
X	14	RANI Ritu Rani (C)
X	15	RANI Poonam Rani
X	16	KATARIA Vandana
10	17	DEEPIKA Deepika
17	19	TOPPO Namita
9	20	MALLAMADA NARENDRA Pennamma
X	21	VENDALA Soundarya
X	22	BARLA Anupa
11	23	KAUR Jaspreet Kaur

If the Shoot-Out is decided before all participants have taken a shot, enter the remaining shooters with no GK selected and no goal, so they appear on the Form.

At the end of the Shoot-Out, print the **Match Report** for signatures; it will have the Shoot-Out on a second page.

5.4 Post-Match

Ensure the **Status** is **Final**, then print Match Sheet and Card Sheet from **Reports** drop-down. (If there is no score shown on the PDF, it is likely **Status** has not been set to **Final**.) These appear as PDFs in separate tabs in your browser, which you can then print.

You can keep a printable Match Sheet ready at all times by creating a Match Sheet PDF and regularly refreshing it by moving to that tab in your browser and hitting <F5>.

Once the Match Sheet has been signed, hit the **Official** button, which will publish the Match Sheet to the media.

Goals	Cards	PCs	PSs	Shoot-out
Final	Official	0:00		

ID	Team	Min	Player	Type
125	GER	2	MATANIA Tobias	PC
126	GER	21	RUEHR Jan Christopher	FG
127	GER	26	KORN Oliver	FG
128	NZL	56	L'HUILLIER Matt	PC
129	NZL	66	WILSON Nick	FG

5.5 End-of-Day

The Pool, Goal Scorers and Y/R Card tables are updated automatically once the match **Status** is set to **Final**.

You create the daily statistics under the **Setup** level **Summary** tab as **Reports – Pool Standings, Goal Scorers** and **Card Listing**. Or you can use **Complete Set**, which has all three plus includes the as yet incomplete PC and PS numbers.

- Reports
- Officials
- Team Listings
- Match Listing
- Pool Standings
- Goal Scorers
- Card Listing
- Other Stats
- Daily Stats
- Complete Set
- Results Book

6 ADDING PEOPLE

You can also insert person records while not associated with any tournament, directly under the **People** tab.

ID	Surname	Given Names	Display Name	Gender	Nationality	Roles	Date of Birth
992	Abbas	Shakeel	[ABBASI Shakeel]	Male	PAK	Athlete	1984-01-05
285	Abel	Stephan	[ABEL Stephan]	Male	SUI	Official	
313	Adenot	Claire	[ADENOT Claire]	Female	FRA	Official	
908	Adhau	Rajesh Wamanrao	[ADHAW Rajesh]	Male	IND	Staff	
405	Agliotti	Marilyn	[AGLIOTTI Marilyn]	Female	NED	Athlete	1979-06-23
1020	Ahmed	Essmat	[AHMED Essmat]	Male	EGY	Official	
982	Ahmed	Fareed	[AHMED Fareed]	Male	PAK	Athlete	1989-04-28
994	Ahmed	Waseem	[AHMED Waseem]	Male	PAK	Athlete	1977-04-10
461	Akutsu	Chie	[AKUTSU Chie]	Female	JPN	Athlete	1984-09-15
1172	Aladro	Maria Laura	[ALADRO Maria]	Female	ARG	Athlete	1983-01-17
996	Alam	Ahmed	[ALAM Ahmed]	Male	PAK	Staff	
845	Alasture	Jordi	[ALASTURE Jordi]	Male	ESP	Staff	
240	Albini	Torre	[ALBINI Torre]	Female	USA	Athlete	1986-03-10
822	Alcaraz	Oriol	[ALCARAZ Oriol]	Male	ESP	Staff	
817	Alonso	David	[AI ALFONSO David]	Male	ESP	Athlete	1994-04-04

Like elsewhere in TMS, you need to **Create**.

ID	Surname	Given	Gender	Nationality	Roles	Date of Birth
972	Briott	Gianlu	Male	Italy	Staff	2006-10-06
973	Bonanno	Santo	Male	Italy	Staff	1996-06-03
974	Giulian	Davide	Male	Italy	Staff	1995-12-23
304	Dog	Moses	Male	India	Athlete	1995-12-11
148	Mayengbam	Lily Ch	Female	India	Athlete	1995-11-08
903	Kaur	Manjot	Female	Netherl...	Athlete	1995-07-04
159	Kaur	Jaspre	Female	Chile	Athlete	1995-06-04
855	de Waard	Xan	Female	India	Athlete	1994-12-02
769	Krimerman	Deniss	Female	Belgium	Athlete	1994-10-04
155	Toppo	Namita	Female	India	Athlete	1994-01-25
129	Ledlef	Paulini	Female	Italy	Athlete	1994-12-02
128	Versavel	Louise	Female	India	Athlete	1994-10-04
905	Kaur	Navjot	Female	New Ze...	Athlete	1994-08-25
899	Singh	Mandeep	Female	Belgium	Athlete	
950	Mirabella	Dalia	Female			
726	Singh	Akash	Female			
748	Reid	Cassai	Female			
602	Van Doren	Arthur	Male			
124	D'Hooghe	Aisling	Male			

Surname is mandatory. Only capitalise first letters – TMS will capitalise as necessary for Appointment and Match sheets.

Given Names is a mandatory field, you can enter one or more.

Display Name is calculated as you enter the Surname and Given Names. Only override it if what is calculated is not what you want.

Previous Names is an optional field.

For all name fields, accented letters, e.g. ñ or ê, create them in a program like Word, then copy and paste into TMS.

Date of Birth is mandatory for athletes, and encouraged for umpires, otherwise optional.

Country of Nationality is mandatory. TMS filters as you type the first few letters of the country's three-letter abbreviation.

Country of Birth and **Country of Residence** are optional.

One **Role** is mandatory; tick as many as appropriate.

Passport Number and **Passport Expiry** are optional now – intended for athletes.

And hit **Save** (or **Save - Repeat** if you have more to add.)

7 APPENDICES

7.1 Paper Backup Procedures

In case of internet loss, here are the steps to follow to ensure you have the appropriate paper copies available to proceed with the tournament until the internet is restored.

Once team members are confirmed by the manager at the Managers' Meeting, print:

- blank **Appointment Sheets** for all days
- **Lineup** sheets (colours will be blank) for all pool matches
- **Match Sheets** and **Card Forms** for all pool matches

As soon as Colours are assigned, print:

- **Lineup** sheets

After Appointments are complete for a day, print:

- **Appointment Sheet**
- re-print **Match Sheets**

When a playoff match is known, print:

- **Lineup** sheets, **Match Sheets** and **Card Forms**
- **Shoot-Out Lineup** sheets and **Shoot-Out Forms**

7.2 Troubleshooting

If you login and nothing at all happens, it could be because you are using internet explorer — TMS only supports Chrome and Firefox browsers.

Web applications can be complex and tricky to make work in different browsers. Your first action if something unexpected occurs should be to hit <F5> to perform a soft reset.

Error pop-ups like "We are unable to save this match" are usually an indication of internet problems. If they persist, you may have lost internet entirely. An <F5> will attempt a reset, may cure the problem, or may prove loss of connectivity.

If there has been an update of the TMS version, you will need to do a <CTRL><F5> (i.e. hit both keys simultaneously) hard reset to guarantee you are using the updated version.

Remember: **<F5> is your friend**

7.3 Match Quick Reference

The screenshot shows the TMS software interface during a match. The left sidebar displays competition details and a schedule. The top navigation bar includes tabs for Competitions, People, Governing Bodies, Competition Types, Countries, Official Roles, Staff Roles, and two tabs for the current tournament: Investec Hockey World League Semi-Final Women and Hockey Champions Trophy 2012. The main area is divided into three panels: India (left), Match Summary (center), and Australia (right). The Match Summary panel shows the score (IND 0 - 1 AUS), time (26:35), and various match statistics. Buttons for 'Stop', 'Edit', and 'Delete' are circled in red. Other circled elements include the 'Reports' dropdown in the sidebar, the 'Refresh All' button, and specific player entries in the India and Australia rosters.

In **During Match**, perform the key functions as follows:

- **Match Report:** create the report PDF after status is **Warmup**; update often with <F5>
- **Time on Pitch:** click on player number to insert at current minute
- **Goal:** click player name; hit '**g**'; select Type; Save
- **Card:** click player name; hit '**c**'; select Type; type Duration if Y; select umpire; Save
- **Clock:** click Start/Stop button; clock border **green** when running, **red** when stopped

Any entry can be changed or corrected:

- **Goal:** click on goal to highlight; hit edit; any field can be changed, even country
- **Card:** click on card to highlight; hit edit; any field can be changed
- **Time on Pitch:** click player; hit '**t**'; type new time (-1 sets to still on bench)

Goals and Cards can also be deleted by selecting as above and hitting **Delete**.

If you're not sure of the scorer, you can select any player, hit '**g**' to select the correct minute, and wait for the scorer to be confirmed (and changing if necessary) before clicking **Save**.

To change the time on the clock, put the cursor in the clock to highlight the numbers. <dn-arr> or <up-arr> changes seconds, <pg-dn> or <pg-up> changes minutes.